



JOB ANNOUNCEMENT

Office Assistant - Part-time work, in a small non-profit office.

Need a job with hours that aren't too confining where you're still able to foster skills and build your resume/experience? Come work as the office assistant at a small five-person non-profit office that offers schedule flexibility and an opportunity to learn more about the LA Fashion District, DTLA, and the City of Los Angeles

The Company:

LA Fashion District Business Improvement District (BID) was the first organization of its kind to be established in Los Angeles and has been in operation for 21 years. The BID is dedicated to helping the Fashion District community be a clean, safe, and friendly place to work, shop, live and do business.

The Position:

We are looking for a part-time office assistant to work Tuesday-Thursday from 10am-2pm. Must have a high-school diploma or GED, experience with Office Suite, and speaking Spanish is a plus. Salary is \$15/hr.

The Location:

The BID Administrative Office is located in the Fashion District within walking distance of the very popular Santee Alley and LA Flower Markets. You will have access to fashion, flowers, and numerous eateries at the doorstep.

Why You Should Apply?

- Flexible Hours
- Contribution to Parking or Public Transportation Included
- Exciting Area to Work
- Builds Experience
- Learning Opportunities

Interested?

Please submit resume to Jasmine Ramos at jasmine@fashiondistrict.org.

Link: <http://fashiondistrict.org/la-fashion-district-bid/careers/>